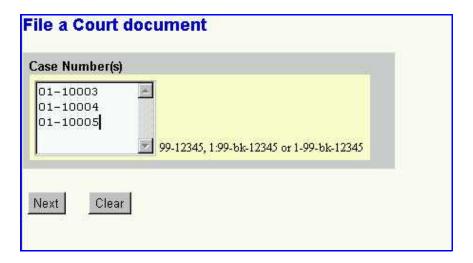
BATCH FILING (Chapter 7, 13 selective entries only)

The following instructions will guide you through the process of docketing the same event in multiple cases.

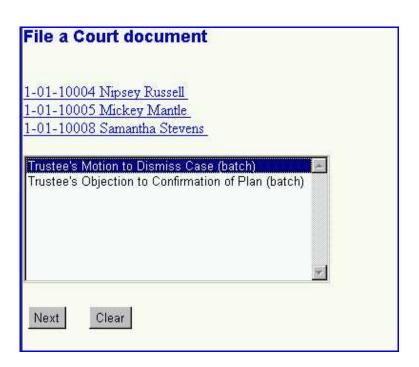
- Chapter 13 Trustee's Final Report and Account (batch)
- Chapter 13 Trustee's Final Report and Account for a Converted Case (batch)
- Chapter 13 Trustee's Final Report and Account for a Dismissed Case (batch)
- Trustee's Certification of Completed Plan (batch)
- Trustee's Interim Report / Delayed Final Report (batch) (CHAPTER 7 ONLY)
- STEP 1 Select Bankruptcy from the Main Menu, then click on Batch Filings from the *Bankruptcy Events* menu.



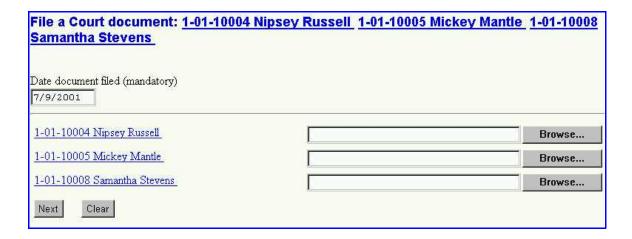
STEP 2 Enter Case Numbers in scroll box, then click on Next.



STEP 3 File a Document screen appears. Highlight your selection, then click on Next.

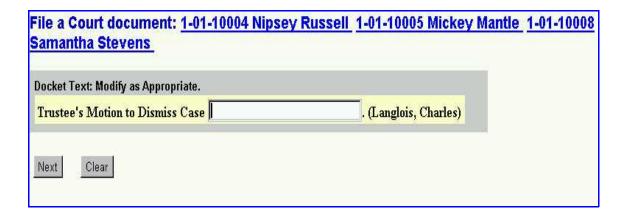


A second **File a Document** screen appears for attachment of files/documents to enter.



- Type filename in the box, or click on **Browse** to search for file.
- After all files identified, click on **Next**.

STEP 5 Docket Text: Modify as Appropriate screen appears. This screen allows for addition of prefix and/or additional text.



To add a prefix to text:

- Click on **▼** arrow next to the box.
- Click on the correct modifier.

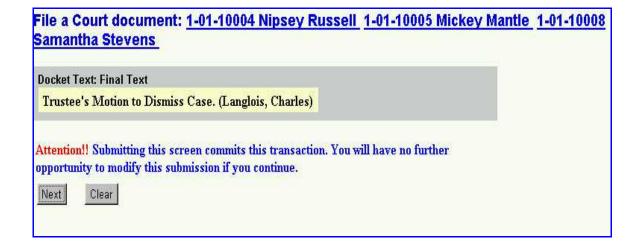
To add additional text:

- Click on the blank text box.
- Key in any additional text to further describe the entry.
- Click on **Next** to continue or **Clear** to clear additional text and begin again.

Final Text

Verify docket entry:

- If correct, click on **Next** to submit filing.
- If docket entry is incorrect, press **Back** to make corrections, or start over by clicking **Bankruptcy** on the Main Menu.



Receipt of Filing

Upon submission of final docket text, **Notice of Electronic Filing** screen appears, to give confirmation that the system has received the entry and is now an official court document.

Print receipt

File a Court document: <u>1-01-10004 Nipsey Russell</u> <u>1-01-10005 Mickey Mantle</u> <u>1-01-10008</u> Samantha Stevens

Notice of Electronic Filing

The following transaction was received from Langlois, Charles on 7/9/2001 at 3:38 PM EST

Case Name: Nipsey Russell
Case Number: 1-01-10004

Document Number: 3

Case Number: Mickey Mantle
Case Number: 1-01-10005

Document Number: 3

Case Number: Samantha Stevens
Case Number: 1-01-10008
Document Number: 3

Docket Text:

Trustee's Motion to Dismiss Case. (Langlois, Charles)

- STEP 1 Click on File at top of Netscape screen.
- STEP 2 Select Print Frame *OR* click on the Printer Icon at the top of the page.

[NOTE: It is strongly recommended that copies of receipts be maintained for your records]